

PROCEDURES FOR HANDLING EXHIBITS

Judge Richard A. Jones
Courtroom 13106

1. All trial exhibits must be pre-marked by counsel. Exhibit tags can be obtained from the Clerk's Office.
2. Plaintiff's exhibits shall be numbered consecutively beginning with 1; Defendant's exhibits shall be numbered consecutively beginning with the next number sequence not used by Plaintiff. (*e.g.*, if Plaintiff has 180 exhibits, Defendant should begin numbering its exhibits at 200.)
3. Duplicate documents ***shall not*** be listed twice on the exhibit list. Once a party has identified an exhibit on the exhibit list or in the pretrial order, any party may use it.
4. If the exhibit list is revised at any time after it is filed with the court, counsel shall file a revised list with the court.
5. Each set of exhibits shall be submitted in a three-ring binder with appropriately numbered tabs. Unless necessary to preserve an exhibit, exhibits should not be placed in plastic sleeves.
6. By the deadline set forth by the court, counsel shall submit two complete sets of exhibits – the original for the courtroom deputy and a copy for the court. The exhibits shall be delivered to Chambers, NOT to the clerk's office.
7. If the courtroom technology will be used at trial, you are responsible for participating in the training program offered by the court prior to the commencement of trial. Training is offered the 1st and 3rd Wednesday of every month at 3:00 p.m. in Courtroom 18A of the Seattle courthouse. No reservation is necessary to attend the training. Absent extraordinary circumstances, trial will not be delayed due to difficulties with the technology.
8. Counsel should contact Judge Jones' courtroom deputy, Victoria Ericksen, at (206) 370-8517, with any questions or concerns.